



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: October 17, 2011 6:00PM

DATE: October 6, 2011
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator/Finance
SUBJECT: Biggs Community Hall Rates and Policies (Discussion/Action)

Council will consider adopting Resolution and policy rental document for Biggs Community Hall, as follow up to staff report and Council discussion in September.

Background

Background including costs, revenues and comparison rates was included in October 17 agenda packet. Council generally agreed with staff's recommendations and directed staff to return with appropriate documents for action by Council.

Attachments:

Draft Resolution 2011-21
Exhibit A – City Policy and Fees for Rental of Biggs Community Hall

Recommendation:

Adopt Resolution 2011-21, and direct staff to incorporate Exhibit A into the City Policy and Procedures Manual and the City Fee Schedule.

Fiscal Impact:

Undetermined revenue impact as higher fees may be offset by reduced rentals, or may bring the city closer to revenue neutrality of rental rates remain at current pace.

RESOLUTION NO. 2011-21

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIGGS ESTABLISHING
POLICIES AND RENTAL RATES FOR BIGGS COMMUNITY HALL,
AMMENDING POLICY PREVIOUSLY APPROVED JULY 19, 2010**

BE IT RESOLVED by the City Council of the City of Biggs as follows:

WHEREAS, the City of Biggs established policies and rental rates for use of Biggs Community Hall on July 19, 2010; and

WHEREAS, the City has since that time experienced an additional year of facility rental administration including demonstrated costs and revenues, providing additional information on which to base revenue requirements and needed changes in policy;

NOW THEREFORE BE IT RESOLVED, the City of Biggs establishes policies and rates as shown on Exhibit A and directs staff to update the Policies and procedures Manual accordingly and to include said rates in the City fee schedule.

I HEREBY CERTIFY that the foregoing **RESOLUTION** was duly introduced, passed and adopted at a meeting of the City Council of the City of Biggs, held on the 17th of October, 2011 by the following vote:

AYES: COUNCILMEMBER _____
NOES: COUNCILMEMBER _____
ABSENT: COUNCILMEMBER _____
ABSTAIN: COUNCILMEMBER _____

ATTEST:

APPROVED:

Roben Dewsnup
CITY CLERK

Roger L. Frith
MAYOR

CITY OF BIGGS – POLICIES AND PROCEDURES MANUAL

CITY COUNCIL – FACILITIES RENTAL

**DRAFT
Changes
are underlined**

I. Purpose:

To establish the policy of the City Council and rates regarding the rental of city-owned facilities, particularly the Biggs Community Hall.

II. Conditions and Intended Uses for City Facilities:

1. Consistent with terms of the property transfer, the site is to be known as the Russell Baker Memorial Site and acknowledged with a plaque placed near the entrance.
2. The structure is to be known as the Biggs Community Hall (BCH).
3. Use of the BCH may include city hall municipal office functions, city council meetings, town hall meetings, public and private rentals, and other uses of local public benefit as seen fit by the City.
4. City Hall offices will be physically separate and secured from public rental access.
5. The building will be made ADA-compliant when economically feasible and reasonably energy efficient.
6. The building and site will be maintained by the City, its usage will be governed at the discretion of the City, and it may be utilized as a signage site for city and community notices.

III. Rentals for public and private use:

Rentals for public and private use will be administered by City staff subject to the following policies:

- A. Standard rental rate is \$200 per day including the main hall, kitchen and side rooms. Smaller side rooms can be rented for \$100 per day without kitchen access, \$150 with kitchen access.
- B. The rental fee includes a \$50 non-refundable application fee, payable at time of reservation.
- C. Cancellation fee: 50% of rental value is forfeited if reservation is cancelled with less than 30 days notice. Full refund is provided if reservation is cancelled 30 or more days in advance, except the non-refundable \$50 application fee.
- D. All parties will be required to post a damage & cleaning deposit if \$220. This deposit includes a refundable \$50 lost-key deposit, and is fully refundable if the facility and site and keys are returned in satisfactory and similar condition as when taken possession.
- E. City staff will administer rental approval, fees, keys, cleaning labor costs, and deposits. Standard rental rate is charged to all parties except local benefit organizations such as:
 - o Biggs Community Action Volunteers (BCAV), Hometown Celebration Committee, and Biggs Christmas Committee events, fundraisers and meetings.
 - o Local 4-H, FFA and Scouting.
 - o Biggs Unified School District events, meetings and training.
 - o Biggs-Richvale Little League.
 - o YMCA events and activities operated in support of City recreation programs.

This exception would not necessarily include:

- o Commercial enterprises.
- o P[Ⓛ]ivate families for private use.

CITY OF BIGGS – POLICIES AND PROCEDURES MANUAL

- Non-profit organizations such as Chamber of Commerce, granges, or churches for social events or business meetings; but exceptions could apply if such organization's event is local and charitable such as sponsoring a victim benefit fundraiser.

These and additional exceptions will be at the discretion of the City Council.

- F. Rental of the BCH may include use of alcohol pursuant to State law and security terms set forth by the City.
- G. No activities deemed illegal by Federal law or State law or Biggs Municipal Code will be allowed on site.
- H. All renters of BCH will provide satisfactory proof of insurance for their event at least seven (7) days prior to the event. Failure to provide insurance and/or security documents will result in cancellation of the reservation with refund limited to 50% of reservation fee.

APPROVED BY CITY COUNCIL (DATE): October 17, 2011

ATTEST: _____
Roben Dewsnap, City Clerk